



**बामर लॉरी एण्ड कं. लिमिटेड**  
(भारत सरकार का एक प्रतिष्ठान)  
**Balmer Lawrie & Co. Ltd.**  
(A Government of India Enterprise)

**SBU – Greases & Lubricants, P-43, Hide Road  
Extension, Kolkata – 700088**  
Phone: [033] 2450-0148: Fax: [033] 2439-2277  
Email No.: [panda.r@balmerlawrie.com](mailto:panda.r@balmerlawrie.com).

**Tender No.: GLK/TE20/198**  
**Date: 14/12/2020**  
**Due Date & Time: 28/12/2020 at 16:00 Hrs.**

**TENDER ENQUIRY FOR ANNUAL CONTRACT**  
**FOR REMOVAL OF GARBAGE FROM AT G&L-KOLKATA PLANT**

The tendered enquiry is not available in GeM. Balmer Lawrie & Co. Ltd. have no objection in providing detailed information for making available the said item on GeM.

**NOTICE INVITING TENDER**

Online bids are invited from competent bidders for Annual Contract for Removal of Garbage of G&L-Kolkata Plant. The Tender Document along with terms and conditions are available from our web site [www.balmerlawrie.com](http://www.balmerlawrie.com).

Interested parties are advised to quote their rates following compliance of all Terms & Conditions, specification as per Price Bid as stipulated in this NIT.

For clarification required if any, please contact the following official:

Ratikanta Panda  
Deputy Manager (Human Resources)  
Balmer Lawrie & Co. Ltd.  
P-43, Hide Road Extn., Kolkata – 700 088.  
E-mail : [panda.r@balmerlawrie.com](mailto:panda.r@balmerlawrie.com)  
Phone No. 033-24500148

- Note:**
- 1) Bids of any tender may be rejected if a conflict of interest between the bidder and the Company is detected at any stage.**
  - 2) BL reserves the right to cancel the tender / offers without assigning any reason whatsoever.**

## Corrigendum to tender:

The bidder has to keep track of any changes by viewing the addendum / Corrigendum's issued by the Tender Inviting Authority on time-to-time basis on company's website at balmerlawrie.com. The Company calling for tenders shall not be responsible for any claims/problems arising out of this.

### 1. Pre-Qualification Criteria

Bidder must comply following Pre-Qualification criteria & submit necessary supporting documents while submitting their e- bid.

SI. No.	PRE-QUALIFICATION CRITERIA	DOCUMENTS REQUIRED
1	Bidder should have experience of minimum 2 years in the subject services in any Private/Govt. Organization.	Copy of Purchase Orders/Certificates etc.
2	GST Regn. No.	Copy of Registration certificate
3	Permanent Account No. (PAN)	Copy of PAN card

### 2. FILLING OF TENDER DOCUMENTS

- a. The tenderers are requested to carefully study all the tender documents and tender conditions before quoting their rates.
- b. The tender must be strictly in accordance with the terms and conditions and specifications laid out in the tender.
- c. Any terms and conditions given by the tenderer in their offers will not be binding on Balmer Lawrie.
- d. The sole proprietor or authorized representative shall sign all documents as required. When the person signing the documents is not the sole proprietor / authorized representative of the company, the Power of Attorney authorizing such person to act and sign on behalf of the company must be produced.

### 3. SITE VISIT:

Parties are advised to check the job area physically before quoting the rates.

### 1. SCOPE OF WORK & RESPONSIBILITY

- i) Work covered in this tender document is detailed herein below in **ANNEXURE-A** (Price Bid). However, Contractor shall be responsible to complete the work in all respects and in doing so provide/supply all facilities which may not be covered below but nevertheless are required to complete the work envisaged with the exception of only such items as have been specifically excluded from contractor's scope.

## **GENERAL TERMS AND CONDITIONS:**

### **1. PERIOD OF CONTRACT:**

Two years from the date of Work Order/Mentioned in the PO. The contract may be extended for another one year at same rate, terms and conditions with mutual consent in writing.

### **2. TERMINATION OF CONTRACT:**

The contract may be terminated by either party by giving at least two months' notice. In such case BL would be liable to pay the charges for services already rendered till such notice of termination is served only.

### **3. Provisions for Micro, Small Enterprises (MSE):**

Bidder should read **Government Notification dated 1<sup>st</sup>, June'2020 in respect of "New Definition of MSE" as under** before furnishing their MSE status to qualify for availing the benefits as per Public Procurement Policy for MSEs.

## **MINISTRY OF MICRO, SMALL AND MEDIUM ENTERPRISES**

### **NOTIFICATION**

New Delhi, the 1st June, 2020

**S.O. 1702(E).**—In exercise of the powers conferred by sub-section (1) read with sub-section (9) of section 7 of the 'Micro, Small and Medium Enterprises Development Act, 2006 (27 of 2006) and in supersession of the notification of the Government of India, Ministry of Small Scale Industries, dated the 29th September, 2006, published in the Gazette of India, Extraordinary, Part II, Section 3, Sub-section(ii), vide S.O. 1642(E), dated the 30th September 2006 except as respects things done or omitted to be done before such supersession, the Central Government, hereby notifies the following criteria for classification of micro, small and medium enterprises, namely:—

- (i) a micro enterprise, where the investment in Plant and Machinery or Equipment does not exceed one crore rupees and turnover does not exceed five crore rupees;
- (ii) a small enterprise, where the investment in Plant and Machinery or Equipment does not exceed ten crore rupees and turnover does not exceed fifty crore rupees;
- (iii) This notification shall come into effect from 01.07.2020
- (iv) The order is non-splittable and there is no EMD required. Hence, MSE preference/benefit is not applicable.

### **4. RATE:**

The rates should be quoted as per Price Bid format only which shall be including all Taxes & duties, transportation (if any). However, GST will be extra at the prevailing rate.

**5. PAYMENT:**

Payment will be made within 07 [Seven days] from the date of submission of monthly bills after conducting the required services for preceding month.

**6. ACCEPTANCE OF OFFERS**

- A. Balmer Lawrie reserves the right to accept any tender in whole or in part or reject any tender or all tenders or place order for any quantity, less than or more than the tendered quantity, without assigning any reason thereof.
- B. Bids of any tenderer may be rejected if a conflict of interest is detected between the bidders and Balmer Lawrie at any stage.
- C. Balmer Lawrie also reserves the right to split the supply order between two or more agencies if necessary; such a step shall not form the basis for alteration of rates.
- D. Balmer Lawrie is not bound to accept the lowest rate for any tender. Balmer Lawrie also reserves its right to allow Public Enterprises (Central / State) price / purchase / contract / service preference as admissible under the existing Government policy. The decision of Balmer Lawrie in this connection will be final.
- E. Incomplete tenders, conditional tenders, tenders received late or tender not conforming to the terms and conditions mentioned in the Tender documents will be rejected.

**7. ARBITRATION:**

Any dispute or difference arising under this Contract shall be referred for adjudication at Kolkata to a Sole Arbitrator to be appointed by the Division Head, Balmer Lawrie & Co. Ltd. and the provisions of Arbitration Act, 1996 including any statutory modifications or enactment thereof shall apply to the Arbitration proceedings. The fees of the Arbitrator, if any, shall be shared equally by both the parties.

**8. TENDER CANCELLATION**

The tender may be cancelled due to any unforeseen/unavoidable circumstances or due to any other reason at any stage of the tender processing as per the sole discretion of Balmer Lawrie and Balmer Lawrie is not liable to provide any reason to the applicants for the same.

**9. PROVISION OF GST**

The vendor should compulsorily follow all the provision of GST Law and in the event of any default of complying with any of the provisions of the GST Law, Balmer Lawrie would exercise the right of non-payment / withholding payment / black listing the vendor.

## 10. CONDITIONS FOR ONLINE BID SUBMISSION

### **Procedure for Bid Submission**

The bidder shall submit his response through bid submission to the tender on e-Procurement platform at <https://balmerlawrie.eproc.in> by following the procedure given below. The bidder would be required to register on the e-procurement market place at <https://balmerlawrie.eproc.in> and submit their bids online. No offline bids shall be entertained by the Tender Inviting Authority. The bidders shall submit their eligibility and qualification documents, Technical bid, Financial bid etc., in the standard formats prescribed in the Tender documents, displayed in e-Procurement web site. The bidders shall upload the scanned copies of all the relevant certificates, documents etc., if required, in support of their eligibility criteria/technical bids in the e-Procurement web site. However, bulky documents need not be scanned and uploaded but physical copy of the same should be sent to the Tender Inviting Authority office before the tender opening date. The bidder shall sign on the statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity.

### **Registration with e-Procurement platform:**

For registration and online bid submission bidders may contact HELP DESK of M/s C1 India Pvt., Ltd., or they can register themselves online by logging in to the website <https://balmerlawrie.eproc.in>

### **Digital Certificate authentication:**

The bidder shall authenticate the bid with his Digital Certificate for submitting the bid electronically on e-Procurement platform and the bids not authenticated by digital certificate of the bidder will not be accepted on the e-Procurement platform. All the bidders who do not have Digital Certificates need to obtain Digital Certificate. They may contact Help Desk of

C1 India Pvt. Ltd.

M/s C1 India Pvt Ltd.  
C104, Sector 2 Noida-201301

Contact person:

<u>SN</u>	<u>Name</u>	<u>Email ID</u>	<u>Mobile No.</u>
1.	Mr. Tirtha Das (Kolkata)	- <a href="mailto:tirtha.das@c1india.com">tirtha.das@c1india.com</a>	- 9163254290
2.	Mr. Tuhin Ghosh (Kolkata)	- <a href="mailto:tuhin.ghosh@c1india.com">tuhin.ghosh@c1india.com</a>	- 8981165071
3.	Mr. Partha Ghosh (Kolkata)	- <a href="mailto:partha.ghosh@c1india.com">partha.ghosh@c1india.com</a>	- 8811093299
4.	Mr. Ritabrata Chakraborty (Kolkata)	- <a href="mailto:ritabrata.chakraborty@c1india.com">ritabrata.chakraborty@c1india.com</a>	- 8697910411

**Submission of Hard copies:**

After submission of bid online, the bidders are requested to submit the demand drafts /Bank Guarantee towards tender fees and / EMD along with other documents as required, to the Tender Inviting Authority before opening of bid. The bidder shall furnish the original DD / Bank Guarantee and other documents either in person or through courier or by post and the receipt of the same within the stipulated time shall be the responsibility of bidder. BL shall not take any responsibility for any delay or non-receipt of said documents. If any of the documents furnished by the bidder is found to be false / fabricated, the bidder is liable for black listing, forfeiture of the EMD, cancellation of work and criminal prosecution. The bidder is requested to get a confirmed acknowledgement from the Tender Inviting Authority as proof of submission of hardcopies.

**ANNEXURE-A**

**PRICE BID**

		<u>A</u>	<u>B</u>	<u>C (A X B)</u>
<b>Sl. No.</b>	<b>Description of work</b>	<b>Qty.</b>	<b>Unit Rate</b>	<b>Amount</b>
<b>(1)</b>	<b>Annual Contract for Removal of Garbage (non-hazardous waste) from our above located factory premises to outside.</b>	240 Lorry		
<b>(2)</b>	<b>GST Amount (%)</b>			
<b>Total Landed Cost</b>				

Note : Price should be firm for the entire period of contract. No escalation will be permitted on any account during the contract period except statutory/ GST etc.